Financial Management Service

FACTS II Client Bulk

User's Guide

Department of the Treasury
Financial Management Service

U.S. Department of the Treasury
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Information Resources
Accounting and Management Systems Division
Financial Reporting Branch
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Client Bulk Worksheet

Each fiscal quarter, do the following to report to FMS the adjusted trial balance for each of your TAFSs.

After FMS opens the reporting window

- ☐ Download the SGL data file (Chapter 3) and save it on your workstation or network. Do this once while the reporting window is open. Use the SGL account numbers and their attributes in the SGL data file to build the records in your bulk transfer file.
- ☐ Download the MAF (Chapter 4) and save it on your workstation or network. Each preparer must log on to the Client Bulk program and download his or her own MAF once while the reporting window is open. When you download the MAF, all of your TAFSs appear in the window; however, when you save the MAF data, only the TAFSs with a Bulk Indicator = "Y" are saved in your MAF data file. Use the TAFSs and the pre-closing balances in each MAF to build the records in your bulk transfer file.

  Note: Update your contact information if necessary when you download the MAF.
- ☐ After you create the bulk transfer file, upload it to FMS (Chapter 5). If your bulk transfer file is not rejected, the TAFS Summary Report automatically appears on your window. **DO NOT close the window until you print or save the reports you need.**
- ☐ Print or save the reports you need (Chapter 8).
- ☐ Review the TAFS Summary report, either on the Client Bulk window or on the copy you printed, to find records that the Client Bulk program rejected during the editing process. If records were rejected, do the following:
  - ☐ Move the rejected records and the records for the same TAFSs, to a new bulk transfer file. Correct the records and upload the new file to FMS.
  - ☐ If you selected to add records that failed the accounting edits to the FACTS II database (see step 5 on page 20), use the FACTS II Client program to correct those records.

1

Introduction

Welcome to the *FACTS II Client Bulk User's Guide*. This guide helps you perform user tasks in the FACTS II Client Bulk program. Use this guide if you want to

- View your contact information.
- Download SGL (U.S. Standard General Ledger) information.
- Download MAF (Master Account File) information.
- Upload FACTS II bulk transfer files.
- View the reporting window open and close dates.

This document assumes that you are familiar with the standard features of a program written for the Microsoft Windows® environment.

1.1 System Requirements

The recommended system requirements for FACTS II include:

- Pentium Processor
- 32 MB RAM
- SVGA monitor and video card
- Mouse (with right and left buttons)
- 56 KB modem
- Analog telephone line for data calls, like those used by FAX machines.
- Microsoft Windows 9x and Windows NT 3.51 will be supported.
- Web Browser

Windows 9x and Windows NT users will need "Dial-Up Networking" using PPP (Point-to-Point Protocol) provided on Windows installation diskettes.

1.2 Starting the Client Bulk Program

How you start the Client Bulk program depends on your connectivity to FMS. Whether you establish connectivity to FMS via a T1 line or a dial-up connection to FMS using a SecurID, use the FMS In Touch website to start the program. See your network administrator if you don't know what type of connectivity to FMS you have.

Only FACTS II administrators and preparers can log on to the Client Bulk program.

To start the Client Bulk program

1. Using the communications software on your workstation, establish a connection to FMS.

   See your network administrator for steps to connect to FMS.

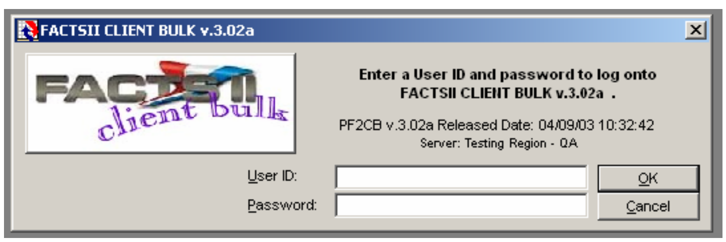
2. Using Microsoft Internet Explorer® or Netscape Navigator®, go to http://intouch.fpa.fms.treas.gov/.

3. On the FMS In Touch home page, click the Programs link.

4. On the Programs page, click the GOALS II/FACTS II link.

5. On the GOALS II/FACTS II page, click the FACTS II Client Bulk (Production) link.

6. On the FACTS II Client Bulk Application window, type your User ID and Password and then press ENTER.



7. On the GOALS2 Message window, press **ENTER** and the main Client Bulk window appears.

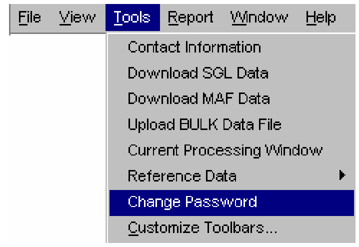
1.3 Changing your Password

You are able to change your password at any time. If you do not change your password for 365 days, then you will be prompted by the system to change your password. Passwords must be eight characters long and contain at least one numerical value.

To change your Password

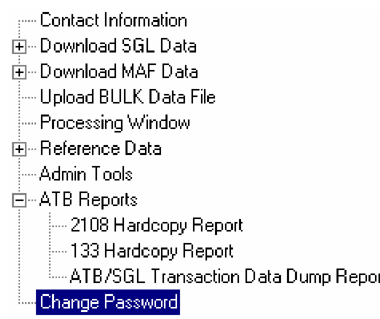
1. You are able to change your password from three different areas: the Menu Bar, the Tool Bar and the Tree view.

- Menu Bar - to change your password from the Menu Bar, simply click Tools and then Change Password.

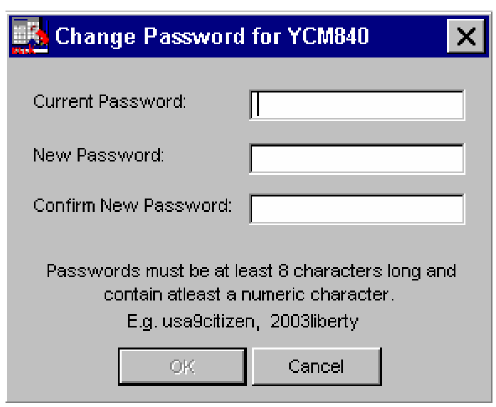


- Tool Bar – to change your password from the Tool Bar simply click the Key icon  .

- Tree view – to change your password from the Tree view simply click Change Password located at the bottom of the Tree view.



2. Once you select Change Password a window will appear. Enter your current password into the Current Password field and enter your new password into both the new password field and Confirm New Password field. Click OK to save your new password.



1.4 Testing

FMS set up a test database so that you can investigate all of the Client Bulk program's features but can't corrupt the FACTS II database. Use this test environment to upload test bulk transfer files.

You can access the test database only if you use a SecurID. See an FMS Client Bulk support person if you want to test uploading bulk transfer files but don't have a SecurID.

To test the Client Bulk program

1. On your workstation, dial in to FMS using your SecurID (telephone number 301.209.6679).

   See your network administrator for steps on dialing in to FMS using a SecurID.

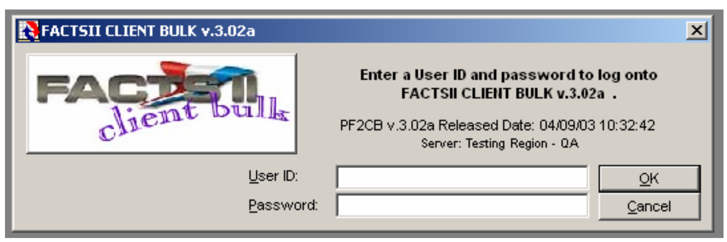
2. Using Microsoft Internet Explorer or Netscape Navigator, go to http://intouchd.fms.treas.gov/.

   Note that the FMS In Touch test website URL is not the same as the production website URL.

3. On the FMS In Touch Development home page, click the GOALS II/FACTS II link.

4. On the GOALS II/FACTS II page, click the Testing4FACTS II Client Bulk (Testing) link.

5. On the FACTS II Client Bulk Application window, type your User ID and Password and then press ENTER.



6. On the GOALS2 Message window, press ENTER and the main Client Bulk window appears.

1.5 Quitting the Client Bulk Program

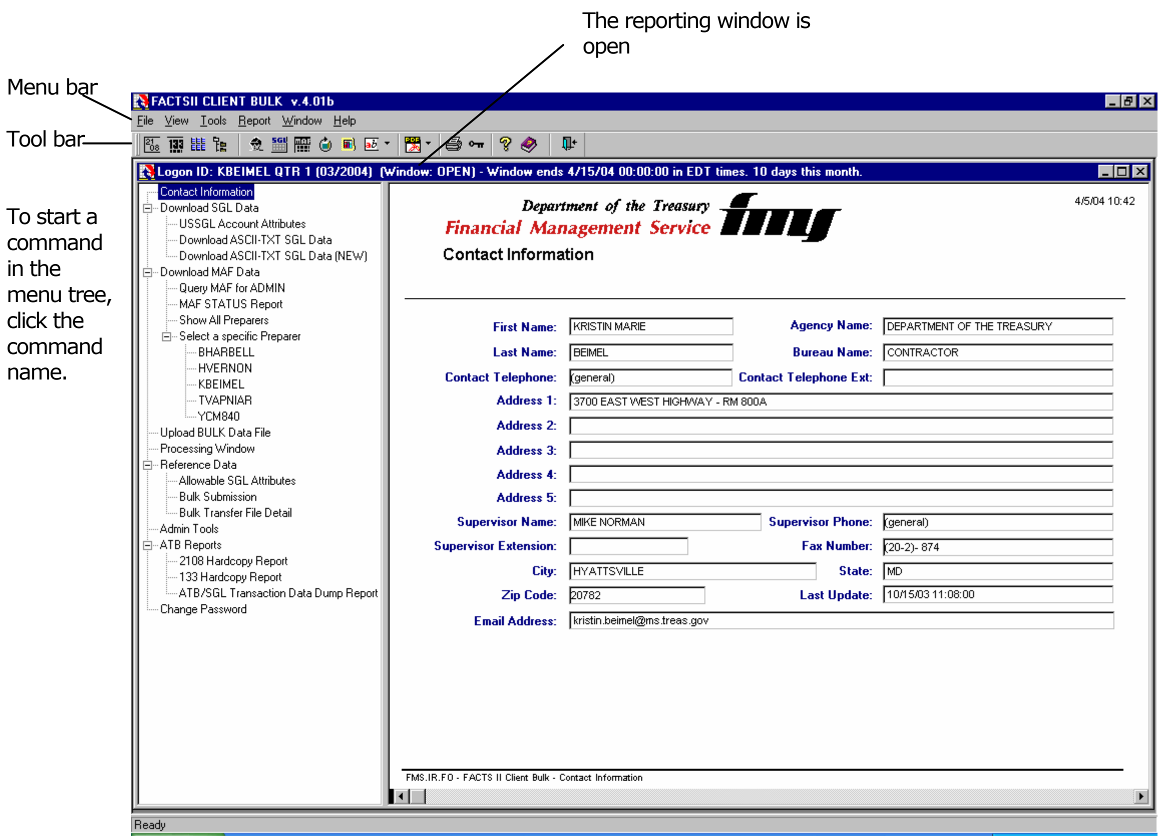
To quit the Client Bulk program

- On the main Client Bulk window, from the File menu, select *Exit*.

1.6 The Main Client Bulk Window

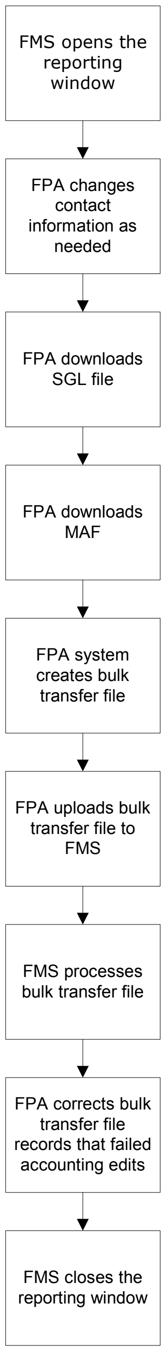
The Client Bulk program was written for the Microsoft Windows operating system. Most of the features of the main window work like other programs written for Microsoft Windows. One feature of the main window that does not work like standard Windows features is the menu tree on the left side of the window.

To start a command in the menu tree, click the command name. For example, to view your contact information, click *Contact Information*.



The Bulk Processing Cycle

The following diagram illustrates the typical quarterly processing cycle for FPAs (Federal program agencies) using the Client Bulk program.



See Chapter 6 for steps to see the current quarter’s open and close dates.

The FPA changes contact information as necessary. This step can be performed anytime while the reporting window is open. Chapters 2 and 4.

The FPA downloads the SGL file, which contains the SGL (U.S. Standard General Ledger) account numbers and their attributes. Chapter 3.

The FPA downloads the MAF (Master Account File), which contains the valid TAFSs (Treasury Appropriation Fund Symbols) and their pre-closing balances for the preparer currently logged on to the program. Chapter 4.

The FPA prepares the FACTS II bulk transfer file in-house. The file includes a balance for every SGL account for each TAFS and information required by the SGL account attributes.

Chapter 5.

This process includes a series of SGL account attribute edits and accounting edits. Chapter 5 “How the Bulk File is Processed.”

The FPA uses the FACTS II Client program to correct records that failed accounting edits but were added to the FACTS II database.

1.7 Acronyms and Definitions

The following table contains the acronyms, abbreviations, and terms used in this document.

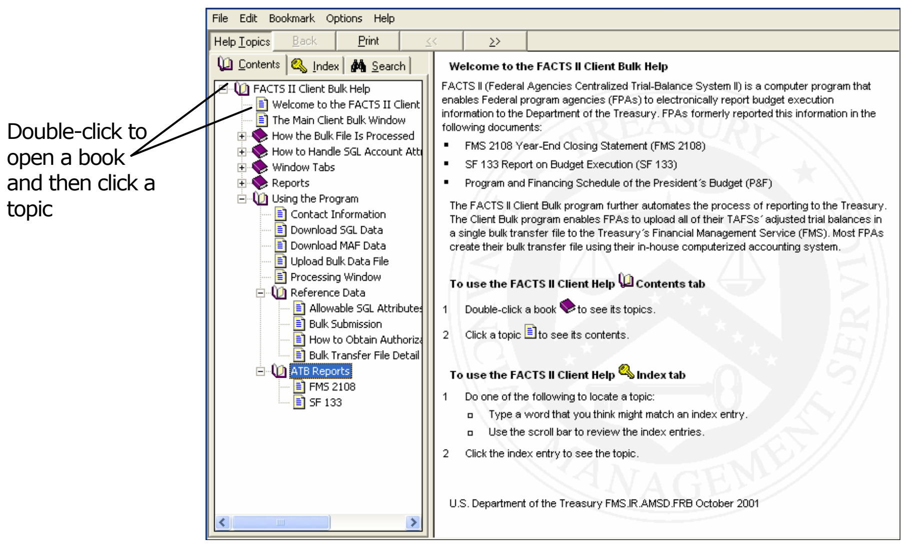
Acronym	Definition
ATB	Adjusted Trial Balance
FACTS	Federal Agencies Centralized Trial-Balance System
FACTS II	The program used by FPAs to electronically report budget execution information to the Department of Treasury instead of on the FMS 2108, SF 133, and P&F paper documents.
FMS	Financial Management Service
FMS 2108	FMS 2108 Year-End Closing Statement
FPA	Federal program agency
GOALS	Government On-Line Accounting Link System
GOALS II	A Unix-based server with a relational database management system (RDBMS), Sybase, which serves a variety of purposes, including acting as a repository for FACTS II data. GOALS II is being developed and maintained by FMS in-house resources.
MAF	Master Account File which contains the pre-closing balance and valid preparer ID for each TAFS.
MAX	An integrated database for the collection, retrieval, manipulation, presentation, and publication of budget formulation and budget execution data as well as other related data. FACTS II data will be provided to OMB for use in its MAX system at least four times a year.
P&F	Program & Financing Schedule published in the Appendix volume of the President's Budget.
Pre-closing Balance	Amount representing a TAFS's pre-closing undisbursed or unexpended balance as of the fiscal year-end.
RT7	Record Type 7. A RT7 is a unique identifier for other authority types for a TAFS such as borrowing, contract, and investments.
SF 133	SF 133 Report on Budget Execution
SGL	The U.S. Standard General Ledger series of account numbers created to improve the quality and consistency of data reported by agencies.
STAR	A relational database containing budget execution data served by operational, analytical, and report programs supporting the Treasury's Central Accounting function. The Administrative Module prepares an output file from FACTS II data containing the information needed by STAR.
TAFS	Treasury Appropriation Fund Symbol. A TAFS is a unique identifier for each of your funds and consists of department regular number, department transfer number, fiscal years 1 and 2, main account number, and sub-account number.

1.8 Getting Help

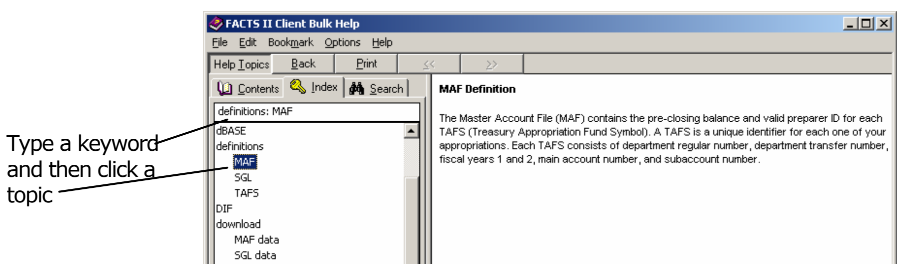
The FACTS II Client Bulk program includes a comprehensive Help feature.

To see Client Bulk Help

1. On the Client Bulk window, from the Help menu, select *Help Topics*.
2. Do one of the following:
   - Double-click to search for a Help topic and click to open the topic.



   - Select the Index tab, type a keyword, and then click a topic.



The FACTS II Client Bulk program also includes context-sensitive Help. This type of help enables you to see descriptive information for fields and column headings on a window.

To see context-sensitive Help

- Click on the Client Bulk toolbar and then click a field name or column heading to see its description.

2

Contact Information

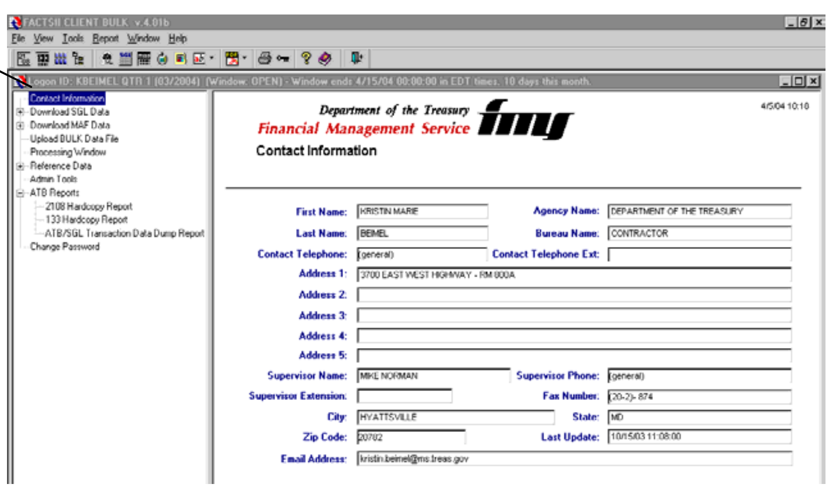
The Client Bulk program enables you to view your contact information. Your contact information is simple demographic information used to contact you such as your name, your work address, and your work telephone number. Keep your contact information up-to-date because FACTS II administrators use it to send important information to you via mail, email, or fax. You can change your contact information when you download the MAF; see chapter 4, “Download MAF Data.”

As of 2nd Quarter 2004, FACTS II activated the User Contact Information Text Window to collect current contact information for users. Once you successfully log onto FACTS II Client Online or Client Bulk Applications you will be prompted to enter two required fields: Email Address and Supervisor Email Address. First you will be prompted to enter your email address, when you are finished enter your supervisor’s email address and click OK. These fields are required, so if you do not remember to enter the information a message window will display requesting that you enter either your email address and/or your supervisor’s email address. You will not be able to proceed to access data processing and reporting modules in the applications until this information is provided. We encourage all users to log on to FACTS II during this window to update their contact information. Your cooperation in this matter is greatly appreciated.

To view your contact information

- On the main Client Bulk window, on the menu tree, click *Contact Information*.

Click on Contact Information on the menu tree



3

Download SGL Data

The Department of Treasury requires you to report your budget execution information using the U.S. Standard General Ledger (SGL) account numbers. You are also required to report specific information for each SGL account number. This required information is identified by the SGL account attributes. Use the Client Bulk program to download and save the SGL account numbers and their attributes.

3.1 Downloading and Saving SGL Data

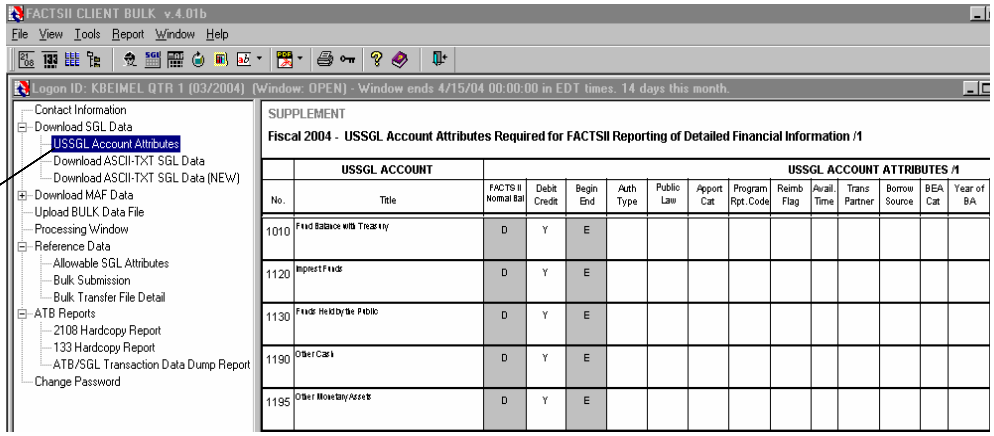
To download and save the SGL data

1. On the main Client Bulk window expand Download SGL Data by clicking the ⊞. Button.

2. Click on *USSGL Account Attributes* to view the new version of the USSGL Accounts (as of 2nd Quarter 2004). This version's format is more consistent with the TFM (Treasury Financial Manual).

   The SGL account numbers and their attributes appear on your window. Click ▶ at the bottom of the window to see additional attributes.

Click Download USSGL Account Attributes to see SGL account numbers and their attributes



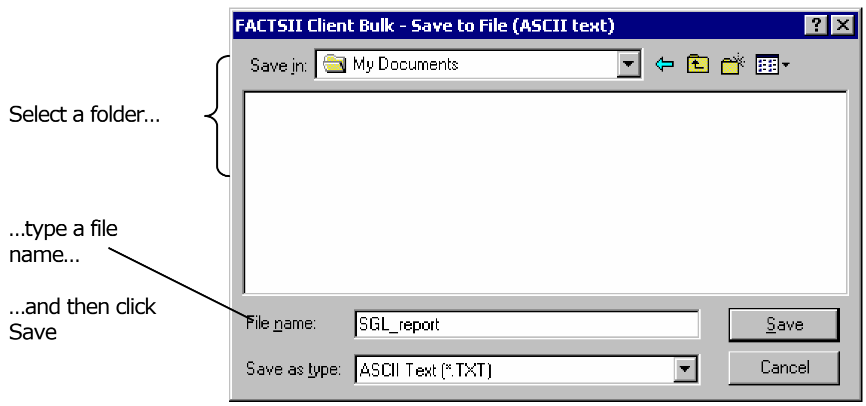
NOTE: The old version of the USSGL Account Attributes is still available and can be accessed by clicking Download ASCII-TXT-SGL Data.

3. To save the SGL account numbers and their attributes, from the Tree view, select Download ASCII-TXT SGL Data (New).

4. From the Menu Bar under File, select Save As. Or from the Tool Bar select .

   Note: When you select the Using ASCII pre-format option, the Client Bulk program saves the SGL information in ASCII text format, padding each field with blanks to maintain the field widths. Select the Using PDF Acrobat format option if you want to distribute the SGL information to other people who will view the information using the Acrobat Reader.

5. On the Save to File window, select the folder where you want to save the SGL data file.



6. If necessary, in the File name field, type a name for the SGL data file that you are saving.

7. Click Save.

4

Download MAF Data

The Master Account File (MAF) contains the valid TAFSs (Treasury Appropriation Fund Symbols) for the preparer currently logged on to the Client Bulk program. Each MAF record contains a TAFS and the TAFS's pre-closing balance. Although the bulk transfer file can contain many preparers' TAFSs, you see only your TAFSs when you download the MAF data.

When you download the MAF, all of your TAFSs appear in the window; however, when you save the MAF data, only the TAFSs with a Bulk Indicator = "Y" are saved in your MAF data file.

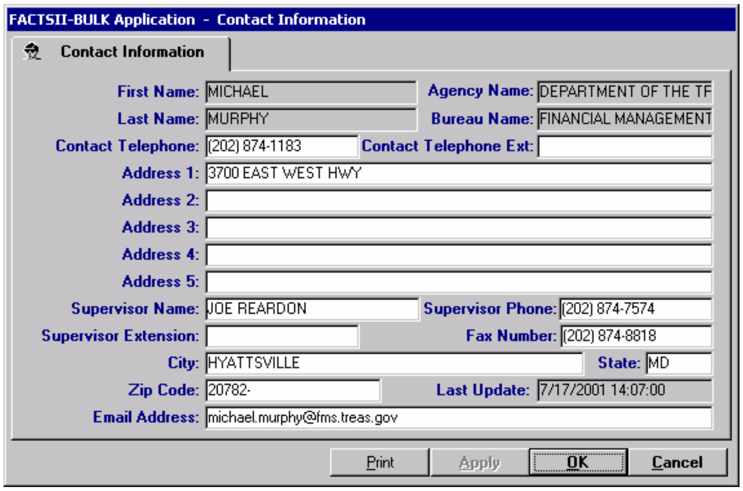
The program prompts you to update your contact information when you download MAF data.

4.1 Downloading and Saving MAF Data

To download and save MAF data

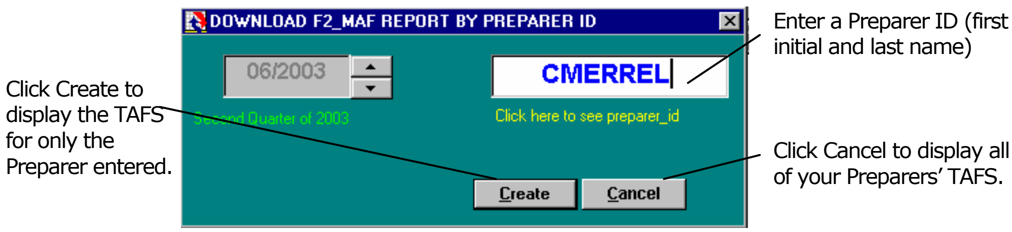
1. On the main Client Bulk window, on the menu tree, double-click *Download MAF Data* or click the ⊞ to display the Download MAF options.

On the Contact Information window, change your contact information if necessary, click Apply, and then click OK.



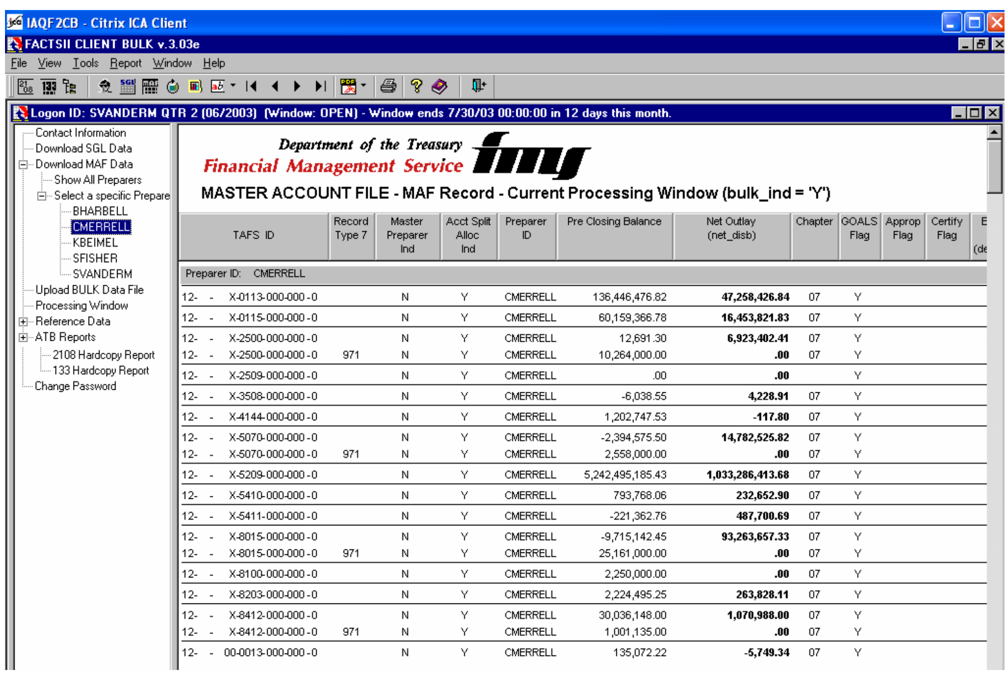
<u>Note:</u> To ensure the MAF's accuracy, if you attempt to download the MAF before the window has been opened a warning will appear stating that the window is closed and the MAF is not available. Click OK to acknowledge the message and return to the menu tree.

2. If the MAF is available, you have two options: you can choose **Show ALL Preparers** or you can choose **Select a specific Preparer** from the menu tree. If you choose Show ALL Preparers all of your Preparers TAFS will appear. If you choose Select a Specific Preparer from the menu tree the following window will appear:



3. Enter a Preparer ID and click Create. Only the TAFS for the Preparer ID entered will appear as shown in the report below. If you click Cancel all of your Preparers' TAFS will display.

4. Click at the bottom of the window to see all of the information.

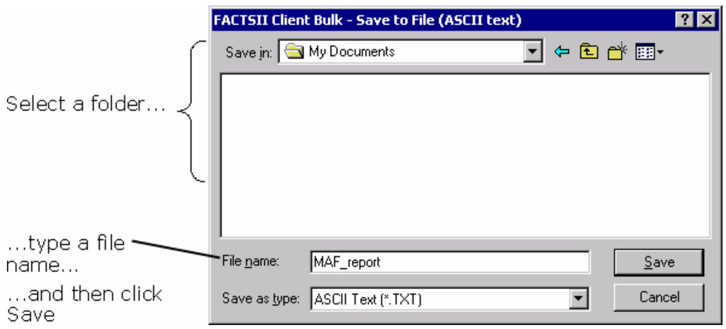


TAFS ID	Record Type 7	Master Preparer Ind	Acct Split Alloc Ind	Preparer ID	Pre Closing Balance	Net Outlay (net_disb)	Chapter	GOALS Flag	Approp Flag	Certify Flag
Preparer ID: CMERRELL										
12- - X-0113-000-000-0		N	Y	CMERRELL	136,446,476.82	**47,258,426.84**	07	Y		
12- - X-0115-000-000-0		N	Y	CMERRELL	60,159,366.78	**16,453,821.83**	07	Y		
12- - X-2500-000-000-0		N	Y	CMERRELL	12,691.30	**6,923,402.41**	07	Y		
12- - X-2500-000-000-0	971	N	Y	CMERRELL	10,264,000.00	**.00**	07	Y		
12- - X-2509-000-000-0		N	Y	CMERRELL	.00	**.00**		Y		
12- - X-3508-000-000-0		N	Y	CMERRELL	-6,038.55	**4,228.91**	07	Y		
12- - X-4144-000-000-0		N	Y	CMERRELL	1,202,747.53	**-117.80**	07	Y		
12- - X-5070-000-000-0		N	Y	CMERRELL	-2,394,575.50	**14,782,525.82**	07	Y		
12- - X-5070-000-000-0	971	N	Y	CMERRELL	2,558,000.00	**.00**	07	Y		
12- - X-5209-000-000-0		N	Y	CMERRELL	5,242,495,185.43	**1,033,286,413.68**	07	Y		
12- - X-5410-000-000-0		N	Y	CMERRELL	793,768.06	**232,652.90**	07	Y		
12- - X-5411-000-000-0		N	Y	CMERRELL	-221,362.76	**487,700.69**	07	Y		
12- - X-8015-000-000-0		N	Y	CMERRELL	-9,715,142.45	**93,263,657.33**	07	Y		
12- - X-8015-000-000-0	971	N	Y	CMERRELL	25,161,000.00	**.00**	07	Y		
12- - X-8100-000-000-0		N	Y	CMERRELL	2,250,000.00	**.00**	07	Y		
12- - X-8203-000-000-0		N	Y	CMERRELL	2,224,495.25	**263,828.11**	07	Y		
12- - X-8412-000-000-0		N	Y	CMERRELL	30,036,148.00	**1,070,988.00**	07	Y		
12- - X-8412-000-000-0	971	N	Y	CMERRELL	1,001,135.00	**.00**	07	Y		
12- - 00-0013-000-000-0		N	Y	CMERRELL	135,072.22	**-5,749.34**	07	Y		

5. To save the MAF data, from the File menu, select *Save As* ▸ *Using ASCII pre-format*.

Note: When you select the Using ASCII pre-format option, the Client Bulk program saves the MAF information in ASCII text format, padding each field with blanks to maintain the field widths. Select the Using PDF Acrobat format option if you want to distribute the MAF information to other people who will view the information using the Acrobat Reader.

6. On the Save to File window, select the folder where you want to save the MAF data file.



7. If necessary, in the File name field, type a name for the MAF data file that you are saving.

8. Click Save.

5

Upload Bulk Data File

The bulk data file that you upload to FMS contains the adjusted trial balance for each of your TAFSs. This file also contains the information required by the SGL account attributes and any footnotes that you have attached to each SGL. You may attach multiple footnotes to a TAFS. Refer to the SF 133 Report to view the multiple footnotes. The FACTS II Client Bulk System will validate the size of footnotes. A footnote must be 255 characters or less. If a TAFS contains a footnote greater than 255 characters, then it will be rejected. For a description of the record format for the bulk transfer file, see the document *Bulk File Transfer File Formats*.

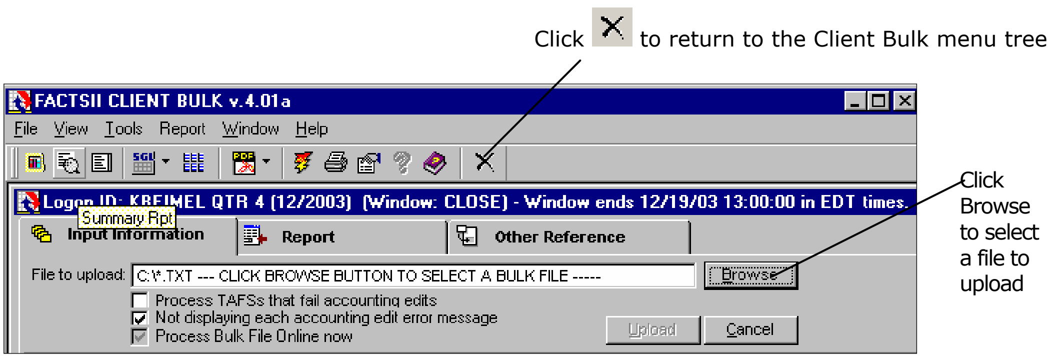
Note: When you upload your bulk transfer file, the Input Information, Report, and Reference Data tabs appear on your window. After you upload the file, the TAFS Summary Report appears on the Report tab. DO NOT close the window until you print or save the reports you need. You can select each tab to view the information, but if you close the window to return to the menu tree, you can no longer see the reports for the TAFSs you previously uploaded.

5.1 Uploading the Bulk Data File

To upload the bulk data file

1. On the main Client Bulk window, on the menu tree, click *Upload BULK Data File*.

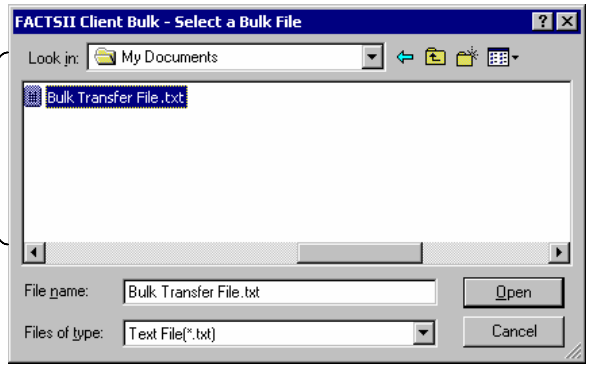
2. On the Input Information tab, to select a file to upload, click Browse.



3. If the ICA Client File Security window appears, select the Full Access option and then click OK.

4. On the Select a Bulk File window, select the bulk transfer file to upload and click Open.

Select the bulk file to upload and click Open

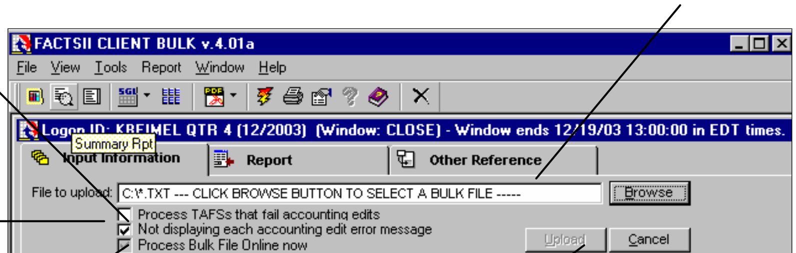


5. If you want the Client Bulk program to add records that fail the accounting edits to the FACTS II database, select the Process TAFS that fail accounting edits checkbox. Click Upload to upload the file.

   Note: Use the online FACTS II Client program to correct records added to the FACTS II database that failed the accounting edits.

Select this checkbox if you want the program to add the records that fail the accounting edits to the FACTS II database

The file name you Selected appears here



Select this checkbox if you want to see a window describing each error when any records fail an accounting edit while the file is uploaded

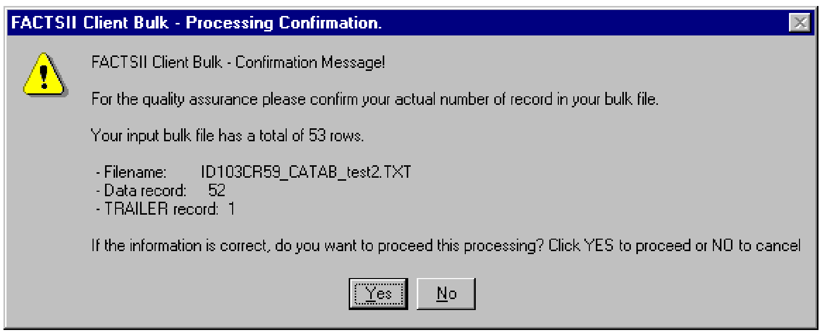
This box is automatically selected (and cannot be changed) to show that the bulk file will process online now.

Click Upload to process the File

6. If you did not select the Process TAFSs that fail the accounting edits checkbox, a warning appears. Click **Yes** to continue to upload the file.

7. While the Client Bulk program processes your file, you see the Work In Progress images.

8. The Bulk application confirms the number of rows contained in your bulk file and the number of rows to be uploaded by the application. If the number of rows in your file is equal to the number of rows to be uploaded then a message window will appear confirming this.



Note: The total number of rows listed in the Trailer Record message is the number of data records plus the one trailer record. This is broken down in the message window. If you agree, click *Yes* to continue.

9. If there is a discrepancy with the number of rows contained in your bulk file and the number of rows to be uploaded to the application then a message window will appear informing you that all processing has stopped. Click OK to display the TAFS Summary Report and view the error.

10. After your file is processed, the TAFS Summary Report automatically appears. The message you see (in the Descriptive Validation Result(s) column) depends on if your records passed or failed the edit process.

11. If your bulk transfer file was processed successfully, print or save the reports you need that appear on your window. See Chapter 8, "Client Bulk Reports."

5.2 How the Bulk File is Processed

Each record in your bulk data file must pass three groups of edits before it is added to the FACTS II database. These groups are

- The initial edits
- The SGL account attribute edits
- The accounting edits

5.2.1 The Initial Edits

The Client Bulk program uses the initial edits to quickly determine if your bulk transfer file can be processed. Each record in your file must pass the following initial edits or the entire file is rejected:

- The Department Regular Account field is a 2-digit numeric value.
- The Department Transfer Account field is a 2-digit numeric value.
- The Fiscal Year field is a 4-character value in one of the following formats:
  - All numeric
  - Two blanks and 2 numeric digits
  - Three blanks and an "X"
  - Three blanks and an "M"
- The Main Account Number field is a 4-digit numeric value.
- The Sub Account Number field is a 3-digit numeric value.
- The Account Split Sequence Number field is a 3-digit numeric value.
- The MAF Sequence Number field is a 3-digit numeric value.
- The ATB Sequence Number field is a 3-digit numeric value.
- The Preparer ID field is a non-blank 8-character value.
- The Certifier ID field is a non-blank 8-character value.

The Client Bulk program also verifies the following:

- Each record in the file is not less than 143 characters long.
- Each record is followed by the carriage return/line feed pair of characters.
- Only one blank record appears in the file, and it appears only just before the trailer record.

In addition to the edits above, each TAFS that you upload must appear in the MAF for the current fiscal year and quarter and a "Y" must appear in the Bulk Indicator column. An "N" appears in the Bulk Indicator column for any TAFS for two reasons:

- You notified FMS that you are reporting an adjusted trial balance for the TAFS using the online FACTS II Client program instead of the Client Bulk program.
- You already uploaded an adjusted trial balance for the TAFS for the current fiscal year and quarter. Note that you must include all of the SGL account balances for any TAFS in one bulk transfer file. You cannot upload balances for half of the SGL accounts for a TAFS in one file and upload the second half in another file.

The Client Bulk program rejects all records in your bulk transfer file with invalid TAFSs. Records with valid TAFSs move on to the SGL account attribute edits.

5.2.2 The SGL Account Attribute Edits

When you download the SGL (U.S. Standard General Ledger) data, you download the SGL account numbers and their attributes. The attributes identify the information that FMS requires you to report for each SGL account number.

When one record in your bulk transfer file fails any SGL account attribute edit, the Client Bulk program rejects all of the records in the file for the same TAFS. Imagine that your bulk transfer file records are grouped by TAFS; if one record in a group fails one of the SGL account attribute edits, the program rejects the entire group. Each group of TAFSs that passes the SGL account attribute edits moves on to the accounting edits.

You can resubmit records that fail the SGL account attribute edits in one of two ways:

- Move all of the records for the group of TAFSs to a new bulk transfer file, correct the records with errors, and upload the new file. FMS prefers this method.
- Correct the records with errors in the existing bulk transfer file and re-upload the file. The Client Bulk program rejects the records that were written to the FACTS II database the first time you uploaded the file, but your corrected records are reprocessed.

5.2.3 The Accounting Edits

The Client Bulk program performs accounting edits on each record in your bulk transfer file. See the *FACTS II User's Guide* for a description of the accounting edits. For fiscal year 2001, the twelfth edit is informational and has no effect on a record's status. Starting in fiscal year 2002, each record must also pass the twelfth accounting edit. If you select to add records to the FACTS II database that fail the accounting edits (see step 5 on page 20), the three possible outcomes are

- For quarters 1 through 3, each record that passes all accounting edits is added to the FACTS II database with a status of Certified.
- For quarter 4, each record that passes all accounting edits is added to the FACTS II database with a status of Pending Certification.
- Each record that fails any one of the accounting edits is added to the FACTS II database with a status of Editing.

Use the FACTS II Client program to correct any adjusted trial balance added to the FACTS II database that failed an accounting edit.

5.3 How to Research SGL Account Attribute Errors

The Client Bulk program rejects any record in your bulk transfer file that fails an SGL account attribute edit and rejects all records for the same TAFSs. Use the Report tab and the Reference Data tab to research your attribute errors.

The attribute indicators in the SGL data file that you download identify the attribute values that you can include in your bulk transfer file. Each attribute indicator contains one of the following values:

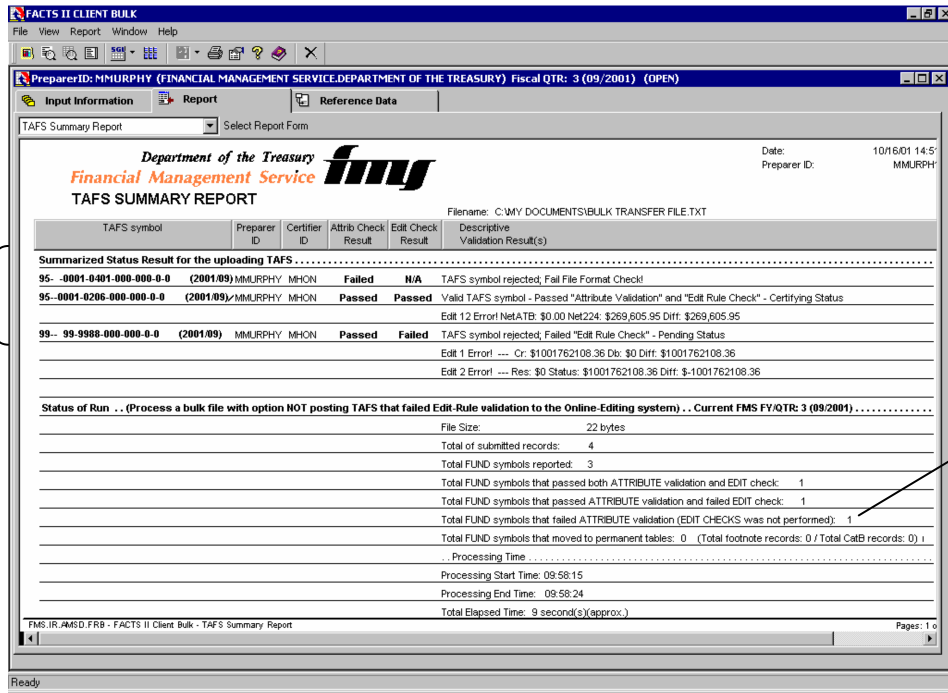
- N – The field in your bulk data file referenced by this attribute indicator must have a blank value. For example if the Transfer Agency Indicator = N for a specific SGL account, the 2-digit Transfer Agency code for that SGL account in your bulk transfer file must be blank.

- Y – The field in your bulk data file referenced by this attribute indicator must contain a valid value for the specific SGL account. For example if the Beginning/Ending Indicator = Y for a specific SGL account, the 1-digit Beginning/Ending Balance Code for that SGL account in your bulk transfer file must contain one of the valid values (B or E in this example). See the following steps to see the valid values for any SGL account.
- A specific value – The field in your bulk data file referenced by this attribute indicator must contain the value specified. For example if the Beginning/Ending Indicator = B for a specific SGL account, the 1-digit Beginning/Ending Balance Code for that SGL account in your bulk transfer file must = B.

To research SGL account attribute errors

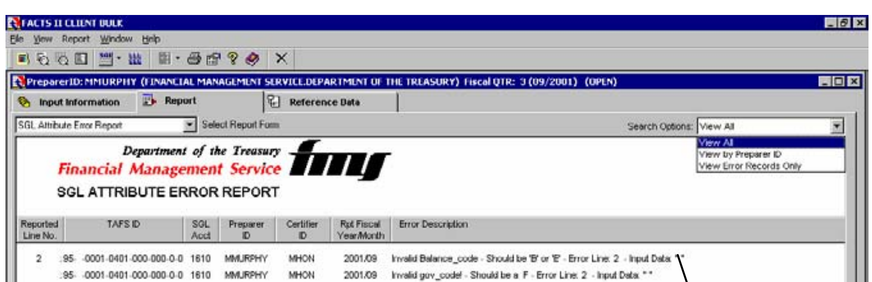
1. After the Client Bulk program processes your bulk transfer file, the TAFS Summary Report automatically appears. Look for TAFSs that failed the SGL account attributes edit in the Attrib Check Result column.

Each line represents all of the transaction details for one TAFS



Total number of TAFS that failed the attributes edits appears here

2. To review specific attribute errors, from the Select Report Form drop-down list, select *SGL Attribute Error Report.* Only the records that failed the attributes edits appear on the report even though all of the records for that TAFS were rejected. The Error Description column contains the values that appear in your bulk transfer file record and what the SGL account attributes indicate the values should be. You can also see valid SGL values on the Reference Data tab.

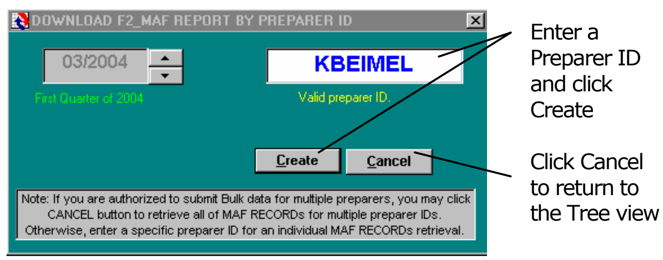


This example error description states: Invalid Balance_code-Should be "B" or "E" – Error line: 2 – Input Data: "".

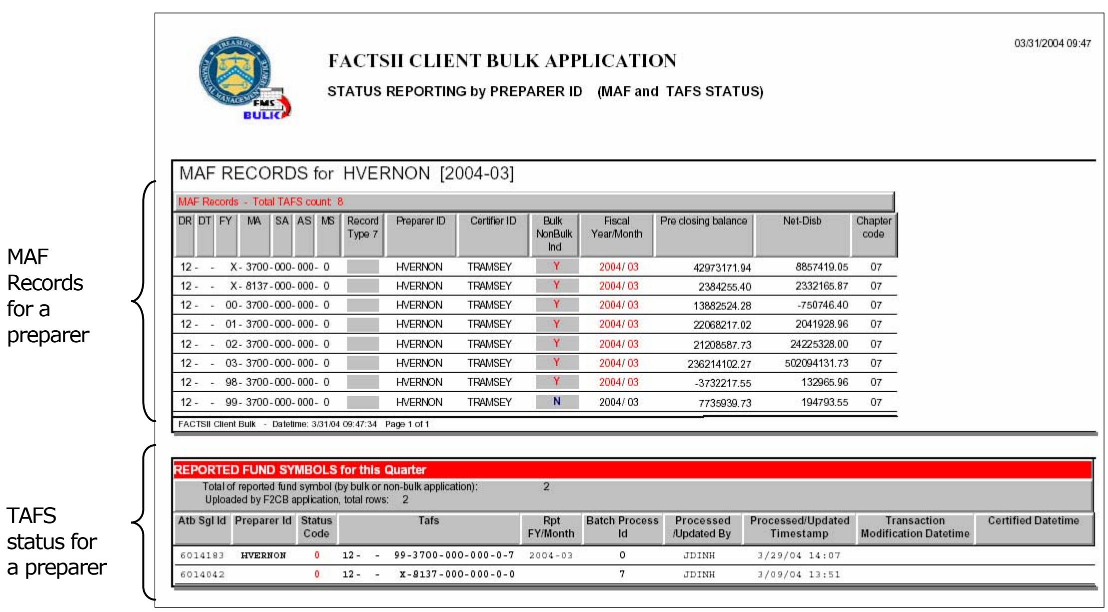
To see valid TAFS reported by preparer

1. After the Client Bulk program processes your bulk transfer file, select the MAF Status Report from the Tree view.

2. After you select MAF Status Report from the Tree view a query window will appear. Type in a Preparer ID and Click Create.



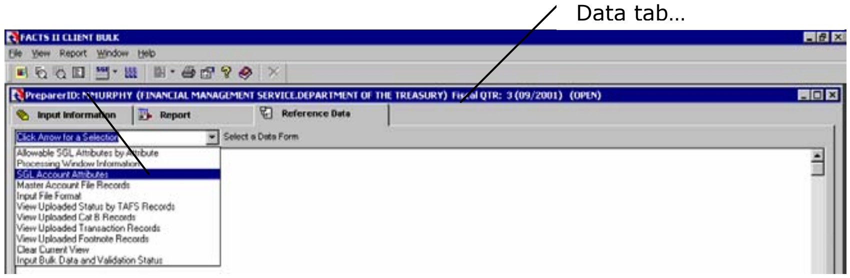
3. After you click Create, the MAF Status Report will appear. The MAF Status Report displays a combination of MAF and symbol data reported including symbols reported via the Client Online system. The first part of the report displays MAF data for the selected preparer while the second part of the report displays the status of the TAFS reported by the selected preparer.



To see SGL accounts and attributes

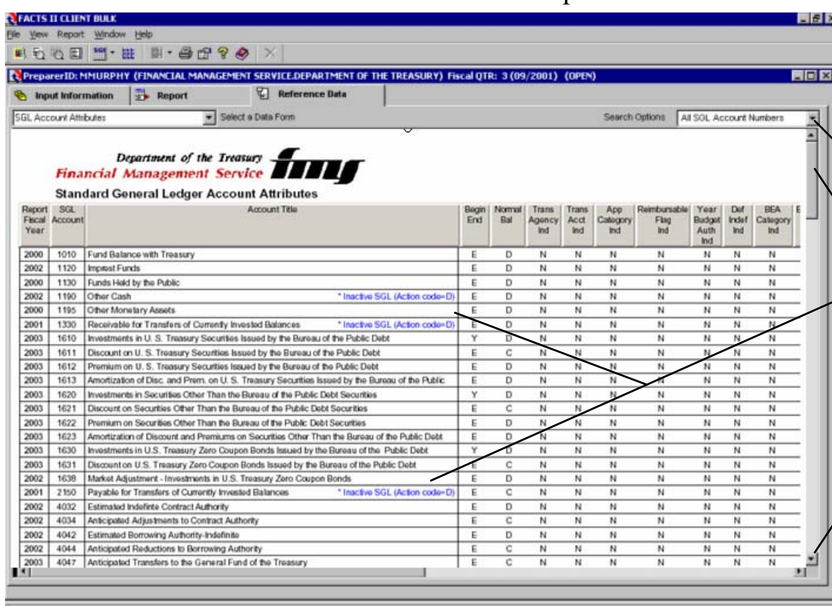
1. Select the Reference Data tab and then from the Select a Data Form drop-down list, select *SGL Account Attributes*.

   Note: You can close this window from only the Report tab. Print or save the reports you need before you close the window.

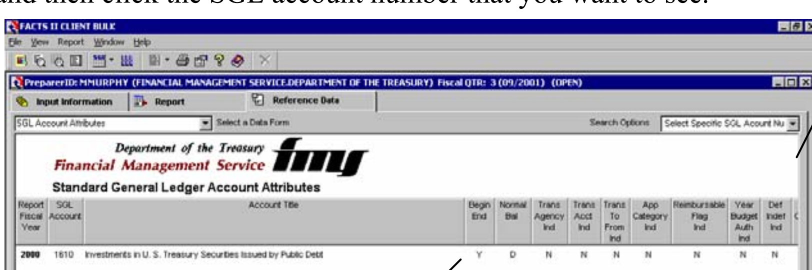


2. To see a specific SGL account number and its attributes, do one of the following:

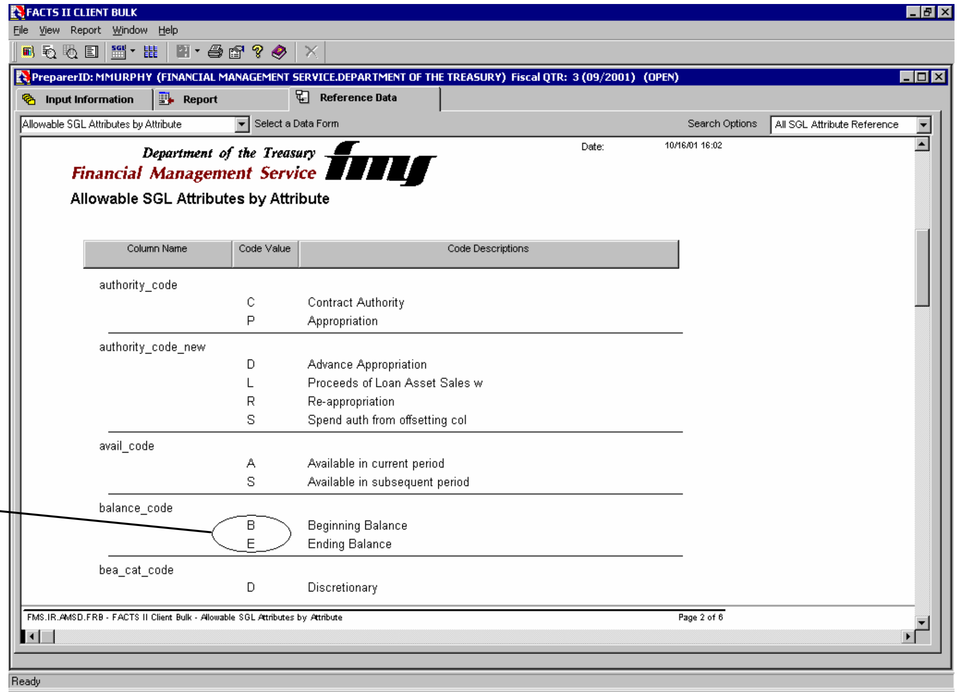
   - Use the scroll bar or scroll buttons to locate a specific SGL account number.



   - From the Search Options drop-down list, click *Select Specific SGL Account Number* and then click the SGL account number that you want to see.



3. To see the valid SGL values, from the Select a Data Form drop-down list, select *Allowable SGL Attributes by Attribute.*

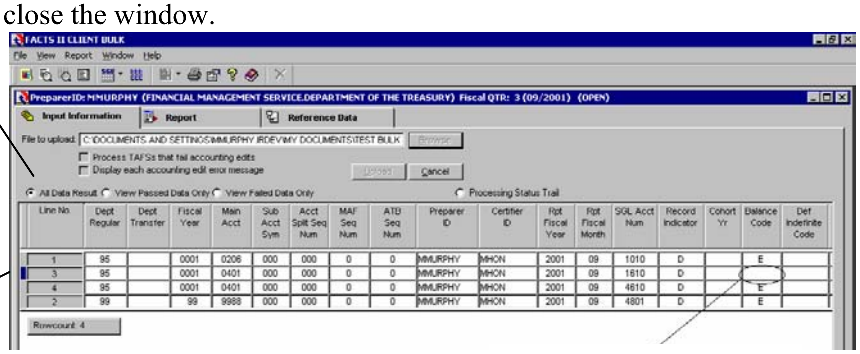


To see your bulk transfer file records

1. Select the Input Information tab.

   Your bulk transfer file records appear on the window in columns that enable you to see your data more clearly. In this example you can see that the Balance Code column for SGL account number 1610 is blank but should contain either a B or E (also described on the SGL Attribute Error Report.

   Note: You can close this window from only the Report tab. Print or save the reports you need before you close the window.



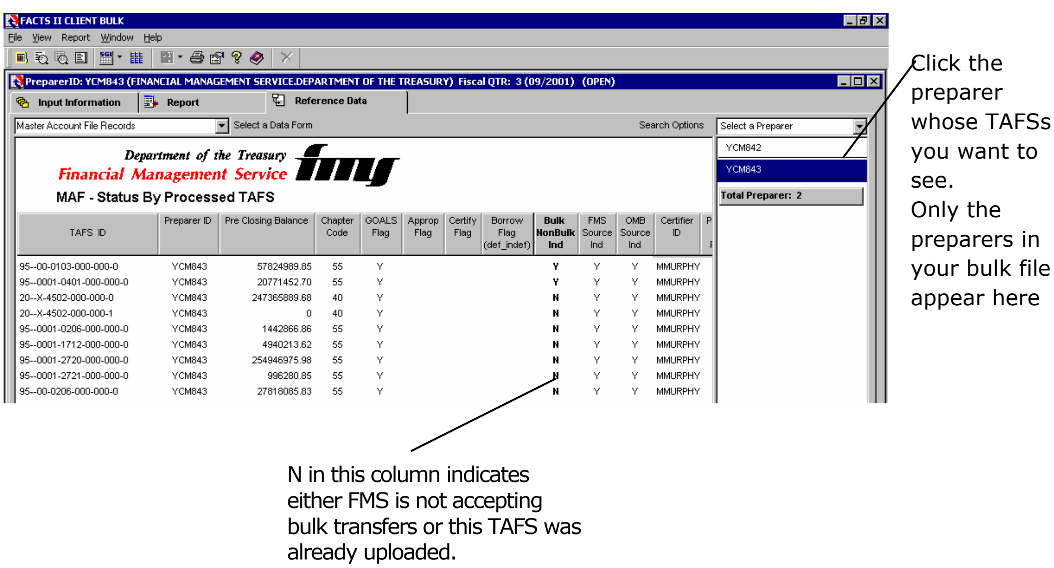
2. To see different types of records, select from the following options:

   - All Data Result. Select this option if you want to see both records that failed edits and records that passed edits.
   - View Passed Data Only. Select this option if you want to see only records that passed the edits.
   - View Failed Data Only. Select this option if you want to see only records that failed the edits.
   - View Posted or Online Editing. This option appears only if you selected the Process TAFS that fail accounting edits checkbox before you uploaded your bulk transfer file. Select this option if you want to see only records that failed the accounting edits but were posted to the FACTS II database.

To see valid TAFSs for a preparer

1. Select the Reference Data tab and from the Select a Data Form drop-down list, select *Master Account File Records.*

2. From the Search Options drop-down list, click *Select a Preparer* and then click the preparer who's TAFSs you want to see.



5.4 Reference Data

The following table describes the information you can see on the Reference Data tab.

Select a Data Form	Description
Allowable SGL Attributes by Attribute	The SGL attributes and the values for each attribute that the Client Bulk program accepts in your bulk transfer file.
Input File Format	The bulk transfer file record format.
Master Account File Records	The MAF (Master Account File) for the preparer currently logged on to the Client Bulk program. This file contains the preparer's valid TAFSs for the current reporting window.
Processing Window Information	The open and close dates for the current reporting window and the current fiscal year and quarter.
SGL Account Attributes	The U.S. SGL (Standard General Ledger) account numbers and their attributes.
View Uploaded Cat B Records	The Category B information in your bulk transfer file records uploaded successfully.
View Uploaded Footnote Records	The footnotes in your bulk transfer file records uploaded successfully.
View Uploaded Status by TAFS Records	The status of each TAFS uploaded successfully in your bulk transfer file.
View Uploaded Transaction Records	The records uploaded successfully in your bulk transfer file excluding footnotes.

6

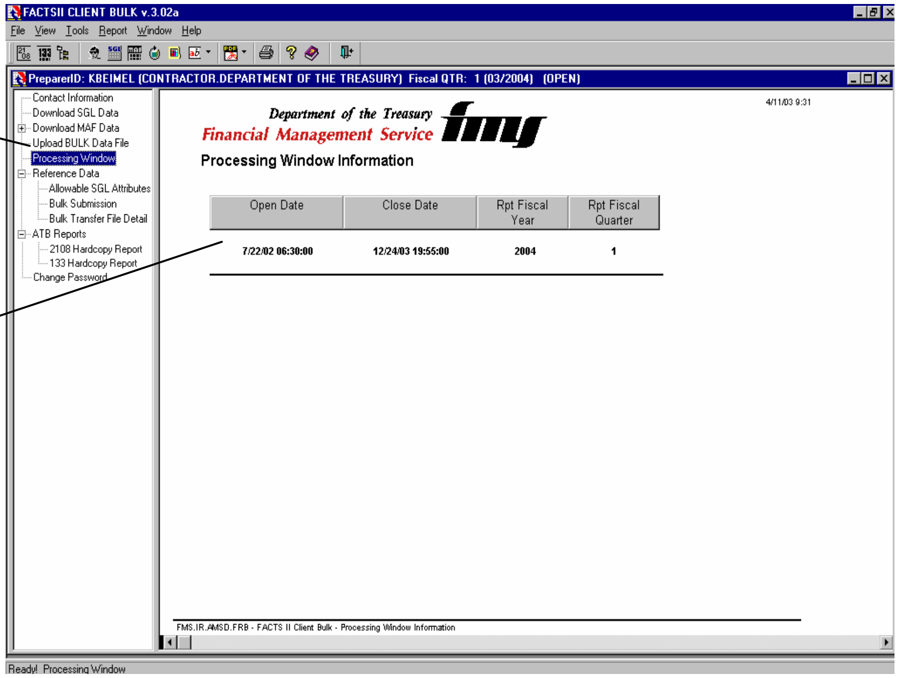
Processing Window

The processing window includes the dates and times that FMS opens and closes the reporting window for the current quarter.

To see the processing window dates

- On the main Client Bulk window, on the menu tree, click *Processing Window*.

Click Processing Window and you see the open and close dates and times for the current quarter

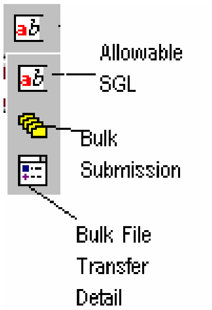


7

Reference Data

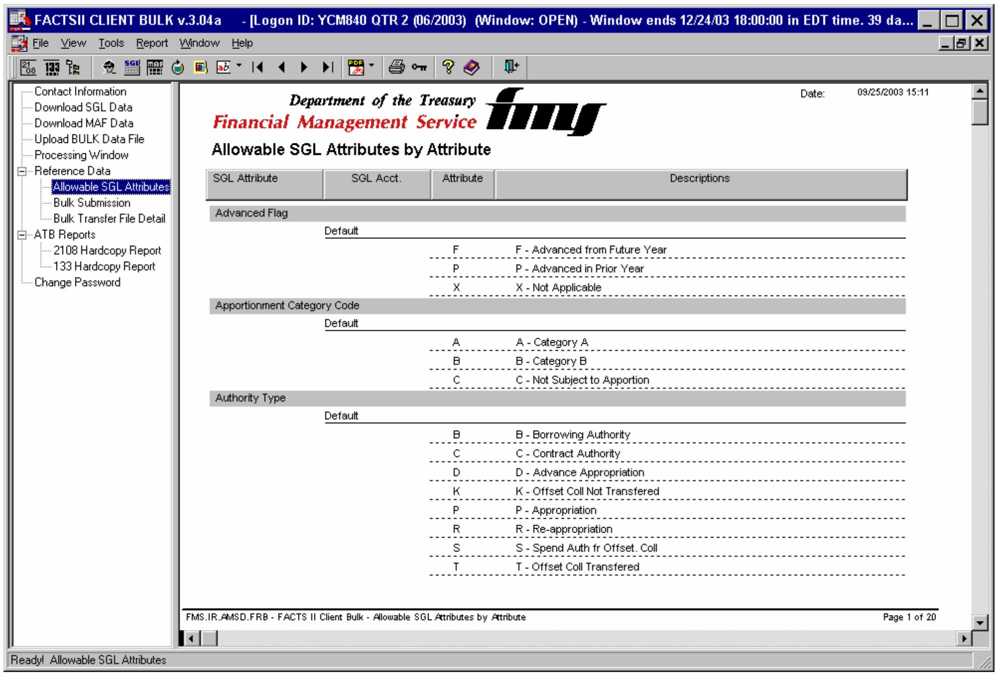
Reference Data was added to the FACTS II Client Bulk menu tree during Fiscal Quarter 1, 2002 as a point of reference feature for the preparer/user. Previously, in order for the preparer to obtain this information (s) he would have to be inside the *Upload Bulk Data File* window. No longer, this information is now accessible via shortcut buttons on the toolbar and in the menu tree to the left of the screen.

Toolbar Shortcut*:*



7.1 Allowable SGL Attributes by Attribute

This table outlines the allowable SGL attributes and the values for each attribute that the Client Bulk program accepts in your bulk transfer file. Please note that these allowable attributes are subject to change quarterly.



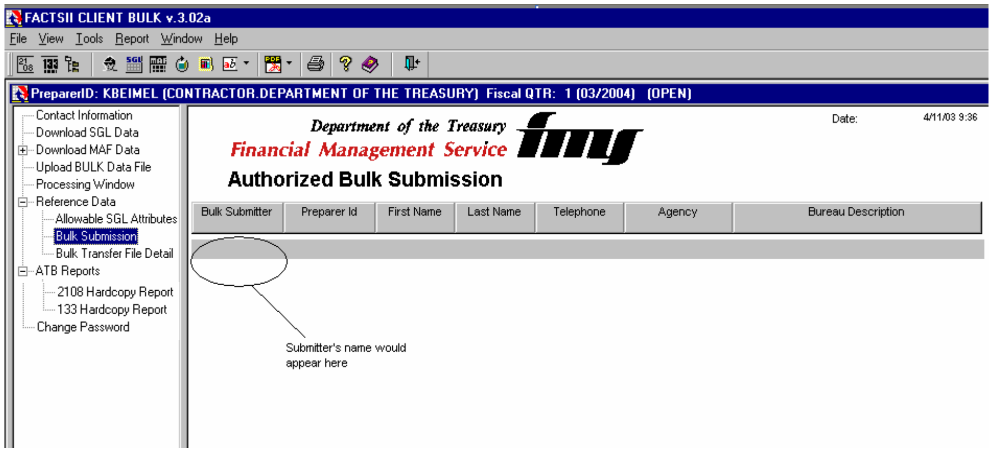
Note*: Allowable SGL Attributes by Attribute* retrieved via menu on left by selecting Reference Data.

7.2 Bulk Submission

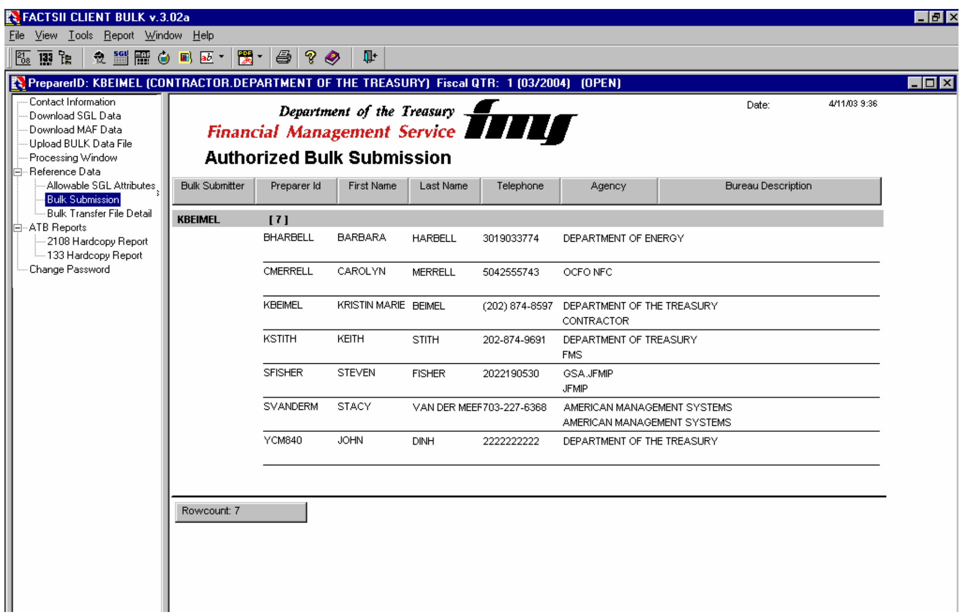
This feature enables a single preparer, once authorized; to download MAF data for the preparers for whom they upload bulk data files. There are two types of these bulk preparers: (1) Bulk submitter only. These individuals submit bulk files containing TAFS assigned to preparer’s other than them. They are now able to download the TAFS of the individual preparers for whom they submit bulk data; (2) Preparer as well as an authorized bulk submitter for other preparers and is able to see all of the TAFS that have been assigned to preparers within his/her group;

To obtain authorization to become a bulk submitter

Any current user requesting authorization to become a bulk submitter should contact Joseph Wang at (202) 874-9885 or Kathy Wages at (202) 874-9891.



Note: The above figure is an example of the first type of preparer described earlier in section *7.2 Bulk Submission*



Note: The above figure is an example of the second type of preparer described earlier in section 7.2 Bulk Submission.

7.3 Bulk Transfer File Detail

The *Bulk Transfer File Detail* option serves as a guide and/or a compliance check for the user/preparer when preparing a bulk transfer file detail. This sample layout can be printed or saved as an .xls file (Microsoft Excel). The preparer's bulk file detail must be in compliance with this sample file detail; if compliancy is not met errors will be returned.

You must supply all values in your detail records; the Client Bulk program does not assign any default values. All SGL account attributes must contain acceptable values either specified in the SGL Accounts and Attributes file or from the SGL Attribute Values table.

Department of the Treasury
Financial Management Service

Bulk Transfer File Detail

Each SGL account attribute indicator (fields ending with "_IND") can contain one of the three following values:

- ☐ N - The account attribute you report to FMS must be blank.
- ☐ Y - The account attribute you report to FMS must contain an acceptable value. See Chapter 3, "SGL Attributes Values" for SGL attribute descriptions and their acceptable values.
- ☐ A specific value - The account attribute you report to FMS must contain this value.

Field Name	Length	Starting Position	Type	Descriptions
dept_regular	2	1	X	Part of TAFS - Department Regular Number (required). Non-blank. Range 00-99
dept_transfer	2	3	X	Part of TAFS - Department Transfer Number (required) Non-blank. Range 00-99
fiscal_year	4	5	X	Part of TAFS - Fiscal Year (required) Four possible formats: 9999 Multi-year funds. bb99 Annual funds. bbbX No-year funds. bbbM M account. Note: b indicates a blank character
main_acct	4	9	X	Part of TAFS - Main Account (required) Non-blank. Range 0001-9999
sub_acct_sym	3	13	9	Part of TAFS - Sub Account, 000 indicates not a sub account (required) Non-blank. Range 000-999
acct_split_seq_num	3	16	9	Part of TAFS - Sequence of Account split components, 000 indicates not an account split (required). Non-blank. Range 000-999
maf_seq_num	3	19	9	Part of TAFS - Sequence of MAF, 000 is original, any other number is supplemental (required). Non-blank. Range 001-999
atb_seq_num	3	22	9	Part of TAFS - Sequence of ATB, always 000 (required) Non-blank.
preparer_id	8	25	X	GOALS II Preparer ID (required) Left-justified.
certifier_id	8	33	X	GOALS II Certifier ID (required) Left-justified.

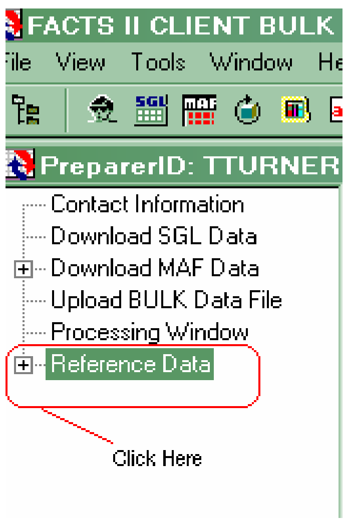
Note: The above figure, *Bulk Transfer File Detail,* can be accessed via the tree menu on the left of the screen in the Client Bulk application or the shortcut buttons on the very top of the screen, as stated in section 7.0.

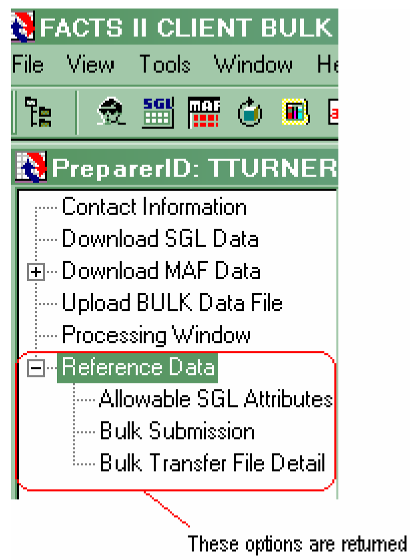
To access *Reference Data* via tree menu

To access *Reference Data: Allowable SGL Attributes by Attribute, Bulk Submission, and Bulk Transfer File Detail,* via tree menu.

1. From menu tree on the left of the screen click on +*Reference Data*.

2. The following options will be returned; *Allowable SGL Attributes by Attribute, Bulk Submission, and Bulk Transfer File Detail,* you may click on any of the choices to make your selection.





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8

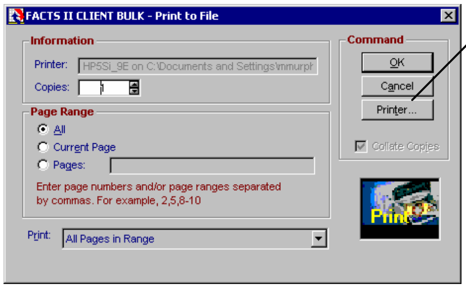
Client Bulk Reports

The Client Bulk System contains two kinds of reports: ATB (Adjusted Trial Balance) Reports and Summary Reports. The Adjusted Trial Balance (ATB) Reports consist of the FMS 2108 Report, the enhanced SF 133 Report and the ATB/SGL Transaction Data Dump Report. The SF 133 is used as the basis of the audited Statement of Budgetary Resources, the FMS 2108 is used as the basis of the Treasury Combined Statement and the ATB/SGL Transaction Data Dump Report is used to show transaction details by preparer ID for the current quarter. If the FACTS II reporting window is not open, then data from the most recent quarter reported will display. The second type of report, the Summary Reports, consists of the TAFS Summary Report and the SGL Attribute Error Report and provides a summary of the data that was just uploaded via the Client Bulk Application. Unless the Summary Reports are saved prior to closing the Client Bulk Application, they can not be viewed again.

To print Client Bulk reports

1. From the File menu, select *Print*. The FMS 2108 and SF 133 Reports can also be printed by clicking the Print and Print Setup buttons located on the bottom of each report.

2. On the Print to File window, select your print options and then click OK.



To select a different printer, click Printer

To save Client Bulk reports in PDF

1. From the File menu, select *Save As* ▸ *Using PDF Acrobat format*. The FMS 2108 Report can also be saved in PDF by clicking the save button located on the bottom of the Report.

2. On the Print to File window, type or select the appropriate options and then click OK.

3. On the Save as Adobe Acrobat PDF file window, select the folder where you want to save the file, type a file name, and then click Save.

8.1 ATB (Adjusted Trial Balance) Reports

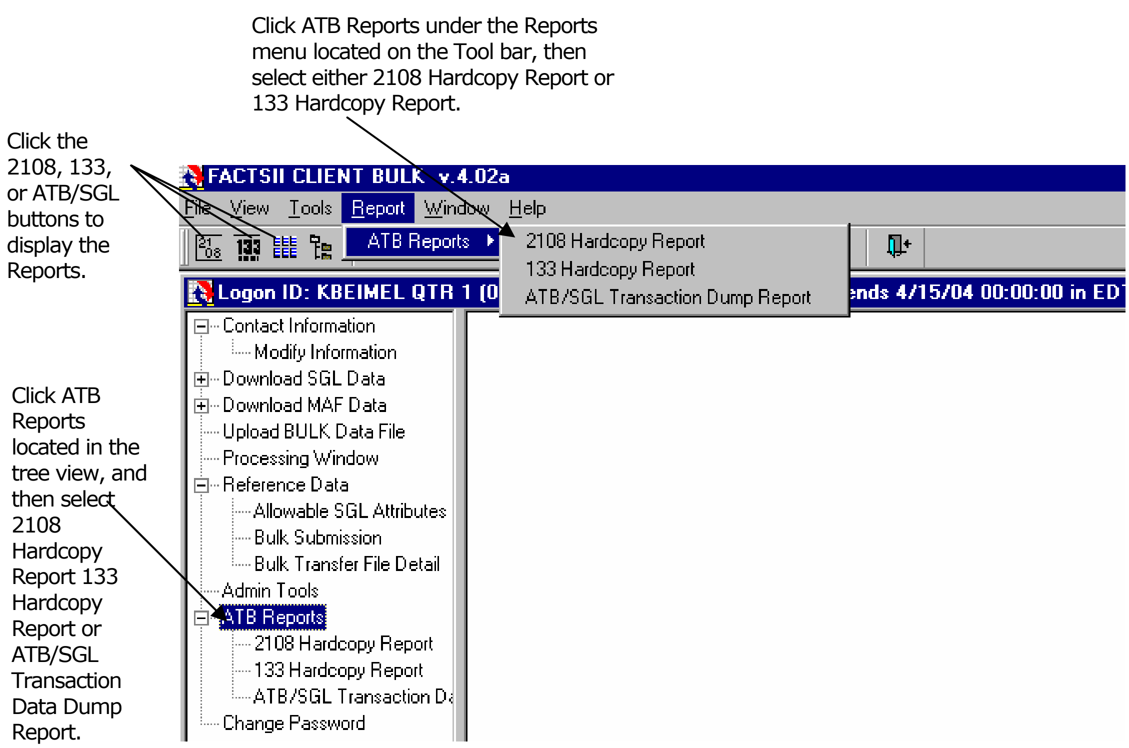
The FMS 2108 report, "Year-End Closing Statement", the SF 133 Report on Budget Execution (SF 133) and the ATB/SGL Transaction Data Dump Report can be accessed upon entry to the Client Bulk System.

To access the ATB Reports

There are three ways to access the ATB Reports:

1. Click ATB Reports under the Reports menu located on the Menu bar, then select the 2108 Hardcopy Report, SF 133 Hardcopy Report or ATB/SGL Transaction Data Dump Report.
2. Click ATB Reports located on the tree view, then select the 2108 Hardcopy Report, SF 133 Hardcopy Report or ATB/SGL Transaction Data Dump Report.
3. Click the 2108, 133, or ATB/SGL buttons located on the Tool bar.

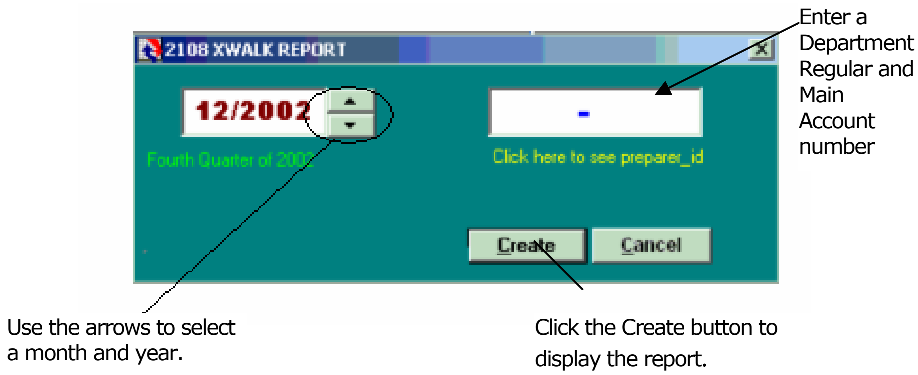
Refer to the screen capture below.

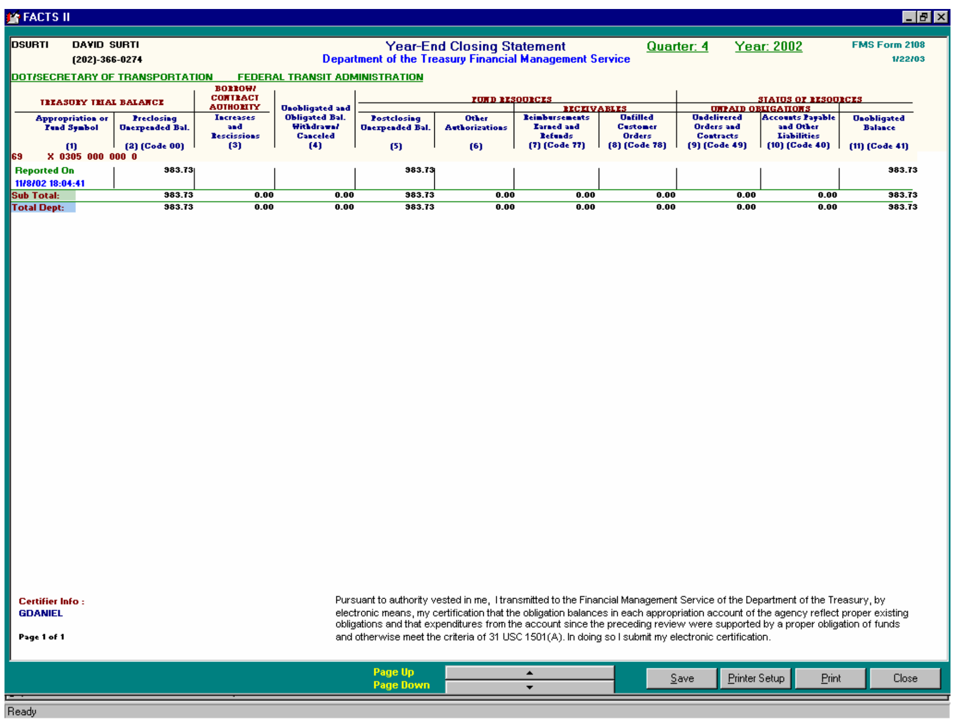


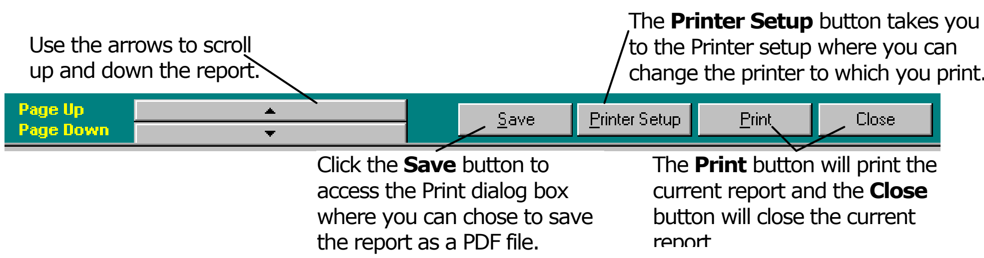
8.1.1 FMS 2108 Report

To see the FMS 2108 Report

1. Select the 2108 Hardcopy Report and the following window will appear. Once you have selected a month and year and entered a Department Regular and Main Account Number, click Create to display the report.



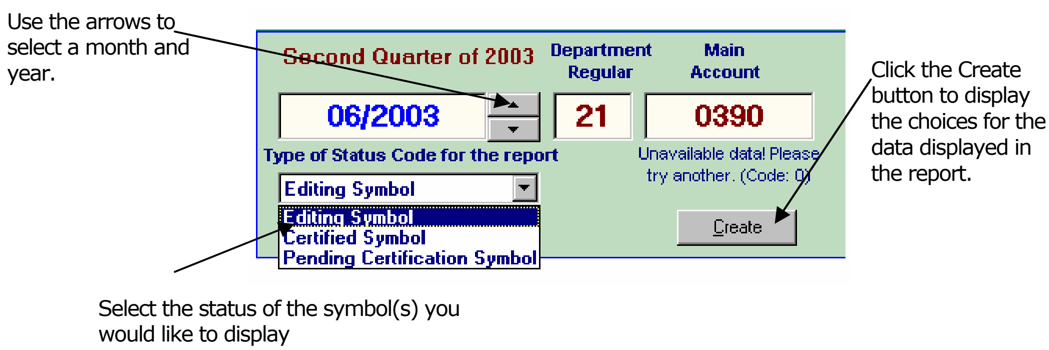




8.1.2 SF 133 Report (enhanced version)

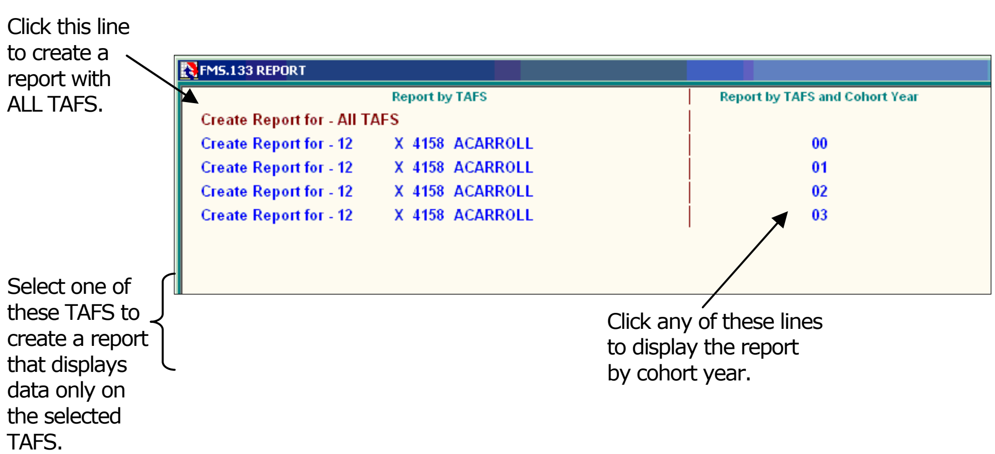
To see the SF 133 Report

4. Select the SF 133 Hardcopy Report from the Treeview (the report can also be accessed via the Menu Bar or Toolbar) and the following window will appear.



5. Select a month and year by using the arrow buttons and entered a Department Regular and Main Account Number. From the drop-down menu, you may also select the status of the Symbol(s) you would like to display in the SF 133 report. Once you have completed all the entries click the **Create** button.

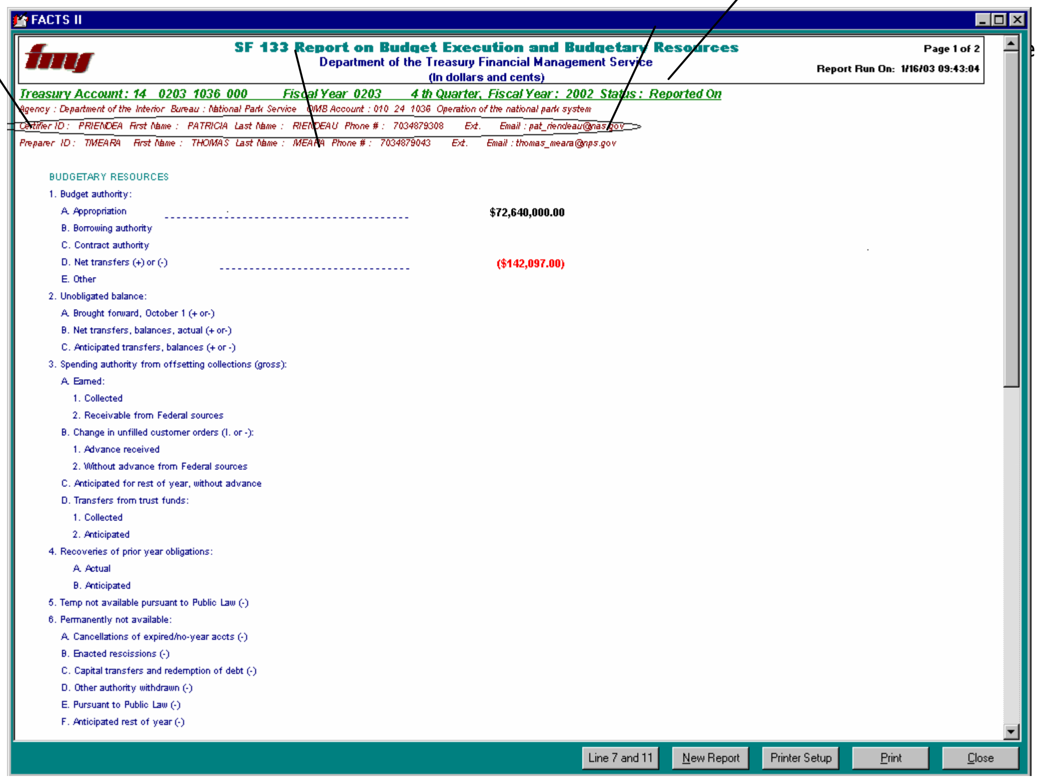
6. Once the Create button is clicked, FACTS II displays a window containing a list of TAFS which can be reported. The list consists of unique TAFSs, which include fiscal year. In addition, the list will specifically identify Cohort Year, if applicable, for report generation. See the screen below.



7. Select one of the lines above and the SF 133 Report will appear as shown below.

The new SF 133 displays the Status of the TAFS

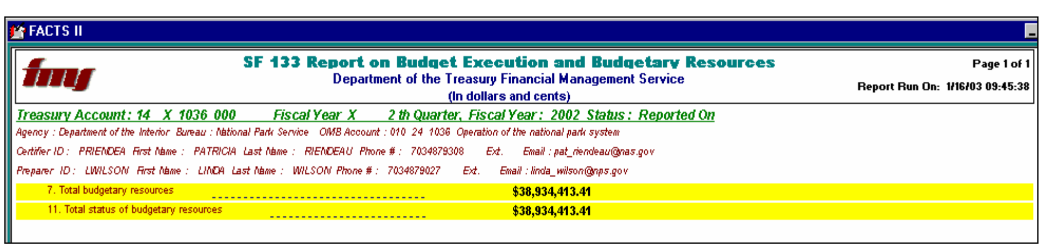
If the TAFS is certified, the name, telephone number, and email address of the certifier will appear.



The **New Report** button takes you to the previous screen where you can select ALL TAFS, one specific TAFS, or data by cohort year for the data displayed in the report.

The **Print** button will print the current report and the **Close** button will close the current report.

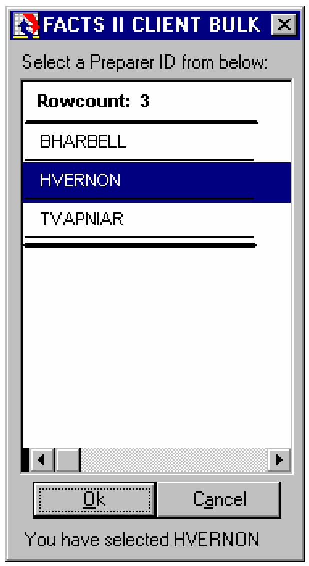
4. In the SF 133 Report, the Total budgetary resources (Line 7) and Total status of budgetary resources (Line 11) should be equal. The new version of the SF 133 Report allows you to compare the two lines more easily. Simply click the **Line 7 and 11** button and the two lines will display consecutively highlighted in yellow. Refer to the screen below.



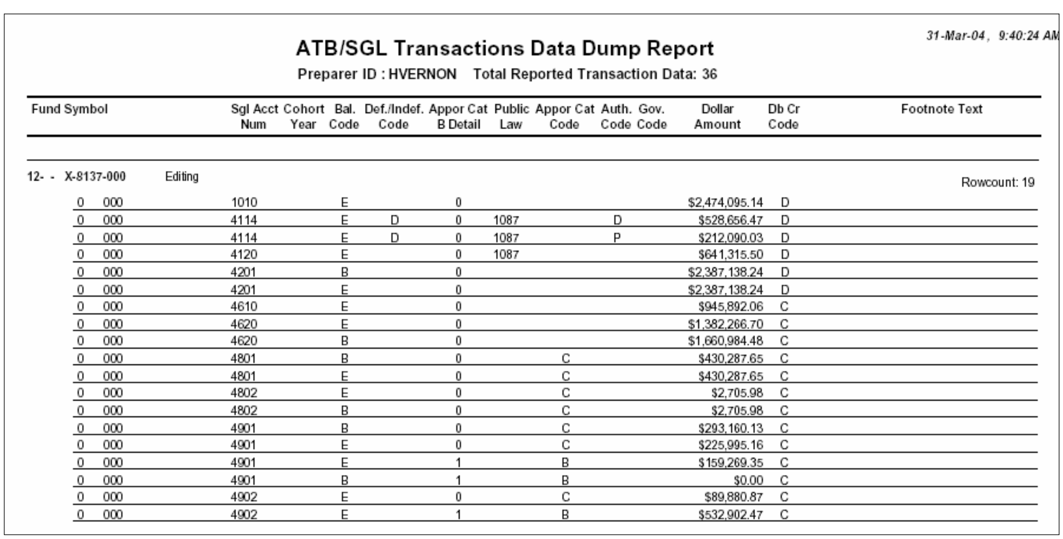
Note: The FACTS II Client Application offers users the ability to run the new version of the SF 133 Report or the old version of the report. You are encouraged to run both versions of the report to compare and contrast the differences in functional capabilities between the two versions of the report.

To see the ATB/SGL Transaction Data Dump Report

1. Select the ATB/SGL Transaction Data Dump Report from the Tree view (the report can also be accessed via the Menu Bar or Toolbar) and the following window will appear.



2. To select a preparer double-click the Preparer ID, and then click OK to display the report as shown below.



31-Mar-04 , 9:40:24 AM

ATB/SGL Transactions Data Dump Report

Preparer ID : HVERNON Total Reported Transaction Data: 36

12- - X-8137-000 Editing

Rowcount: 19

Fund Symbol	Sgl Acct Num	Cohort Year	Bal. Code	Def./Indef. Code	Appor Cat B Detail	Public Law	Appor Cat Code	Auth. Code	Gov. Code	Dollar Amount	Db Cr Code	Footnote Text
0 000	1010		E		0					$2,474,095.14	D	
0 000	4114		E	D	0	1087		D		$528,656.47	D	
0 000	4114		E	D	0	1087		P		$212,090.03	D	
0 000	4120		E		0	1087				$641,315.50	D	
0 000	4201		B		0					$2,387,138.24	D	
0 000	4201		E		0					$2,387,138.24	D	
0 000	4610		E		0					$945,892.06	C	
0 000	4620		E		0					$1,382,266.70	C	
0 000	4620		B		0					$1,660,984.48	C	
0 000	4801		B		0		C			$430,287.65	C	
0 000	4801		E		0		C			$430,287.65	C	
0 000	4802		E		0		C			$2,705.98	C	
0 000	4802		B		0		C			$2,705.98	C	
0 000	4901		B		0		C			$293,160.13	C	
0 000	4901		E		0		C			$225,995.16	C	
0 000	4901		E		1		B			$159,269.35	C	
0 000	4901		B		1		B			$0.00	C	
0 000	4902		E		0		C			$89,880.87	C	
0 000	4902		E		1		B			$532,902.47	C	

8.2 Summary Reports

After you upload the bulk transfer file, you see the following reports on the Report tab:

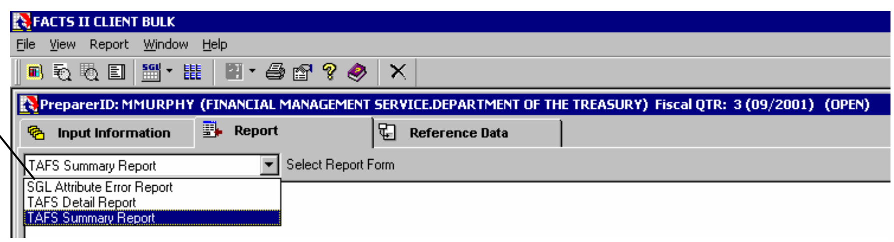
- The TAFS Summary Report
- The SGL Attribute Error Report

Note: When you upload your bulk transfer file, the Input Information, Report, and Reference Data tabs appear on your window. After you upload the file, the TAFS Summary Report appears on the Report tab. DO NOT close the window until you print or save the reports you need. You can select each tab to view the information, but if you close the window to return to the menu tree, you can no longer see the reports for the TAFSs you previously uploaded.

To see a summary report

- After you upload the bulk transfer file, on the Report tab, select a report from the Select Report Form drop-down list.

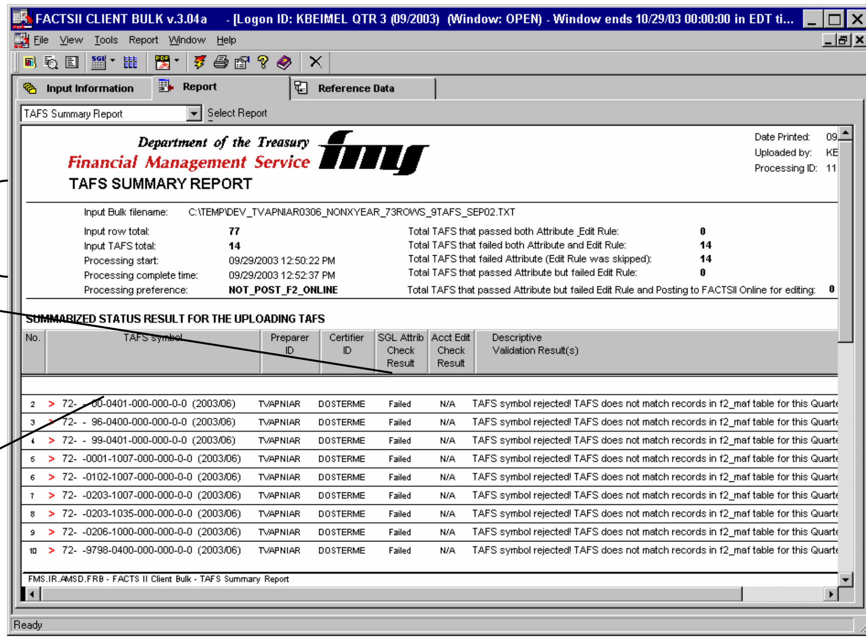
Select a report from the drop-down list



8.2.1 The TAFS Summary Report

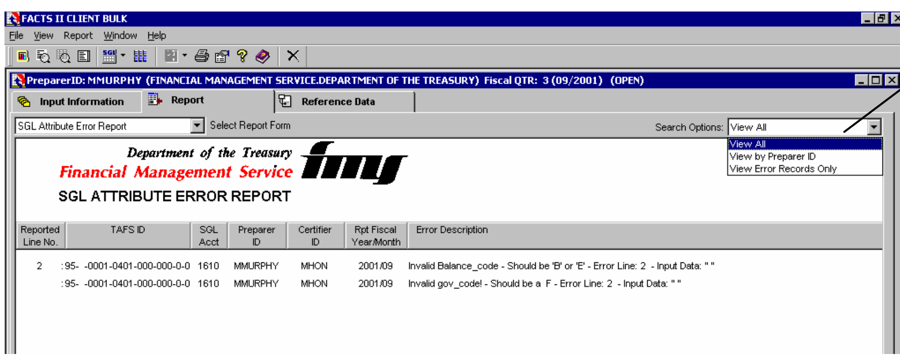
The TAFS Summary Report summarizes the TAFS that pass and fail the edit process. In the detail section, you see only one TAFS for each group. For example your bulk transfer file may include five records for one TAFS, if one of those records fails an account attribute edit, the program rejects all five of the records for the TAFS; however, you see only one occurrence of the TAFS on this report.

This report automatically appears after you upload the bulk transfer file.



8.2.2 The SGL Attribute Error Report

All records that fail any SGL account attribute appear on the SGL Attribute Error Report.



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